

ARTS EDUCATION **Teacher Initiated Project (TIP)** **GRANT INSTRUCTIONS AND GUIDELINES**

PURPOSE:

The purpose of the Teacher Initiated Project is to help teachers increase their knowledge and skills in the artistic discipline of the teacher's choice. A teacher chooses an artist in dance, theatre, music, visual arts, media arts, literature or storytelling to provide one-on-one instruction. TIP funds are used to pay the artist.



The TIP grant is NOT intended to be used like a residency. If you wish for an artist to Teach in the classroom, please apply for an Artist In Residency grant.

GUIDELINES:

- Any teacher in any private, parochial, charter, or public school is eligible.
- No more than two teachers from any given school may apply in any grant cycle.
- Schools applying for a residency or arts education project may also have one TIP grant submitted by a classroom teacher. Schools not applying for a residency or project may have two classroom teachers apply for two separate TIP grants.
- There is no cash match required. Matches are provided through teacher time and commitment.
- The award is made to the school and the school must pay all project costs including artists' salaries, travel, per diem, lodging, materials, supplies, course fees, etc.
- Out of state artists are permitted for use in TIP grants ONLY IF they are already in town for another residency or arts education project (please keep in touch with the Arts Education office to stay informed of these opportunities).
- It is preferable that TIP grants utilize artists that are already in the community where the school is located.
- Local artists who are not on the Arts Education Program Roster (ie: university professors, local professional artists) must be approved by the Arts Education office PRIOR to grant submission.
- A letter of support from the principal must accompany each application.
- Only a portion of the budget (\$500) may be applied to consumable materials or commercial instructional materials. Requested material must support one of the categories listed above under "Purpose."
- Up to TWO nights lodging and travel for approved, non-local artists.

REVIEW CRITERIA:

- Evidence of artistic excellence of the artist and intended project activities
- Teacher's willingness to participate in *all* project activities
- Potential for increasing the teacher's knowledge and skills in the teacher's discipline of choice
- Potential for advancement of advocacy for the arts and arts education at the teacher's school
- Commitment to documenting teacher progress in achieving project goals

APPLICATION FORMAT INSTRUCTIONS:

To help us prepare your application for panel review, and because panelists must be able to read a substantial amount of material easily:

- Do not re-create or re-format grant applications using your computer.
- Type applications; hand-written applications will not be accepted.
- Make your application clear and dark enough to duplicate.
- Do not staple, bind, use sheet protectors, or put pages in notebooks.
- Submit the original application, complete with original signatures.
- Attach optional supplemental materials appropriate to this project. You must include two sets.

SUPPLEMENTAL MATERIALS may include, but are not limited to:

- Supporting materials (résumé, work samples, bio, etc.) for the residency artist(s) if they are not currently on UAC Arts Education Roster.

FIRST TIME APPLICANTS must consult with an Arts Education (AE) staff person at the Utah Arts Council prior to submitting an application. These consultations may be conducted on site or by phone. To schedule a consultation, call the AE office at (801) 320-9794.

DRAFTS

AE staff is available to review drafts of applications. Drafts may be faxed to the AE office **BEFORE** February 15, 2008. Fax to (801) 533-3210. Remember, **FINAL** applications **CANNOT** be faxed.

MAIL OR HAND DELIVER

Applications submitted by mail must be **postmarked by March 1, 2008**. We suggest you obtain a hand-canceled receipt from your post office. Meter postage is **NOT** an official postmark.

Mail applications to:

**Utah Arts Council, Arts Education
617 East South Temple
Salt Lake City, UT 84102**

Hand-delivered applications are due at the Arts Education office no later than 5:00 p.m. on March 1, 2008. Deliver applications to the Utah Arts Council, 617 East South Temple, Salt Lake City. Make sure you get a receipt for your application.

Incomplete, late, unsigned, or faxed applications are not accepted. Hand-written narratives will not be accepted. No exceptions will be granted for any reason whatsoever.

FINAL CHECKLIST FOR MAILED SUBMISSIONS

Do not staple, bind, or use sheet protectors or notebooks on any part of your application. Use paperclips only.

Include:

- ☐ **Grant Cover and Statistical Form**
- ☐ **Narrative**
- ☐ **Principal's letter of support**
- ☐ **Supplemental materials**

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**NATIONAL
ENDOWMENT
FOR THE ARTS**

**ARTS EDUCATION
TEACHER INITIATED PROJECT (TIP)
GRANT COVER AND STATISTICAL FORM**

Funding for July 1, 2008 – June 30, 2009

Deadline: March 1, 2008

1. Teacher's Name					
2. Home Address		City		Zip	
3. Home Phone	()	4. E-mail Address			

5. School Name						
6. School Mailing Address		City		Zip		
7. Principal's Name		8. School Phone	()			
9. School District Name		10. County				
11. Federal Employer Identification Number (9-digits)	87 -					
12 Check special populations/underserved to be involved in this project <small>(Note: ELL stands for English Language Learner. Underserved also includes highly rural, isolated, etc.)</small>	Physical Disabilities	<input type="checkbox"/>	Low Income	<input type="checkbox"/>	Other	<input type="checkbox"/>
	Learning Disabilities	<input type="checkbox"/>	ELL	<input type="checkbox"/>	Reservation Population	<input type="checkbox"/>
13. Check description of school instructional venue	Departmental	<input type="checkbox"/>	Trimester	<input type="checkbox"/>	Semester	
	Extended Day	<input type="checkbox"/>	Year Round	<input type="checkbox"/>		

14. U.S. Congressional District Representative	Bishop District 1	<input type="checkbox"/>	Matheson District 2	<input type="checkbox"/>	Cannon District 3	<input type="checkbox"/>
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15. STATE OF UTAH LEGISLATORS	
Representative(s)	Senator(s) <i>IT IS NOT Bennett or Hatch</i>

If you do not know your Utah Senate District, House District, or U.S. Congressional District Representative, please refer to this web site: www.vote-smart.org/index.phtml or call your County Clerk's office for this information.

ARTIST CHOICE (Artist must be on the *AE Artist Roster*. Artists not on the roster must apply to be on the AE roster at the time of application. Please contact the AE office for more information 801.320.9794).

16. List the name of the AE Roster Artist for which this grant will be used				
17. List the city and state in which the artist lives		City		State
18. Check the discipline of this artist				
<input type="checkbox"/>	Dance	<input type="checkbox"/>	Music	
<input type="checkbox"/>	Film/Video	<input type="checkbox"/>	Storytelling	
<input type="checkbox"/>	Literary Arts	<input type="checkbox"/>	Theatre	
<input type="checkbox"/>	Multi-Discipline	<input type="checkbox"/>	Visual Arts	

APPLICATION SIGNATURES	
19. Applicant (Teacher)	

_____ Name (typed)	_____ Signature
	_____ Date

20. Artist (Note: Artist must sign this application before it is received by the UAC. Plan ahead and keep a copy for your records.)

_____ Name (typed)	_____ Signature
	_____ Date

Notification of panel decisions will be mailed in mid-June to the applicant, artist, and school. Grant funds are sent directly to the applying organization. (Funds will not be sent to umbrella organizations.) Keep a copy of this grant application for your records.



Don't forget to include the narrative portion of the application!

**ARTS EDUCATION
TEACHER INITIATED PROJECT (TIP)
NARRATIVE**

Funding for July 1, 2008 – June 30, 2009

NARRATIVE GUIDELINES:

- Each page of narrative must indicate at the top:
 1. Name of teacher (applicant) and school
 2. City
- Retype questions prior to answering.
- Single space between paragraphs.
- Use 8 ½ X 11 inch white paper, one side only.
- Use margins of at least one inch on the top, bottom, and sides of all pages.
- Use at least 12-point, Arial or Times New Roman font.

NARRATIVE QUESTIONS:

Please respond to the following, keeping in mind the review criteria listed in “Grant Instructions and Guidelines” on a total of two single-sided pages or less.

- 1) Briefly describe your school (urban, rural, etc.) and your class (grade level and simple class profile).
- 2) Briefly describe the plan for which you are requesting support.
- 3) Briefly describe artists or artistic and educational resources you would like to use and how they will contribute to the accomplishment of your plan.